

VERMONT CRIMINAL INFORMATION CENTER NATIONAL CHILD PROTECTION ACT USER AGREEMENT			
Qualified Entity Name			
Address	Number and Street		
	City	State	Zip Code
Telephone Number (Include Area Code)	- -		
<p>Under the authorization of the National Child Protection Act, this employer will be requesting criminal record checks for prospective employees for whom this employer has made a conditional offer of employment and/or volunteers who have been offered a position conditioned on the record check. In accordance with Vermont Criminal Information Center (VCIC) Regulations which stipulate the conditions under which criminal records are released to non-criminal justice agencies, this employer agrees to:</p> <ol style="list-style-type: none"> 1. provide applicants with a criminal record release form which conforms to the format specified by VCIC, which informs the applicant that they may appeal the results of a criminal record check to VCIC, and on which the applicant's signature has been acknowledged by a Notary. 2. use criminal record information received from VCIC for the purpose intended by law and not disclose the contents of criminal record information without the applicant's permission to any person other than the applicant and properly designated employees of the agency who have a documented need to know the contents of the record. 3. maintain a confidential log of all criminal history requests as specified by VCIC. 4. confidentially retain records relating to requests for criminal records for a period of three years. At the end of the retention period, if logs and records are to be destroyed, they will be burned or shredded. 5. make the criminal history log and all records relating to requests for criminal records available to VCIC for audit as requested. <p>This employer has been informed that any request for criminal record information or dissemination of criminal history information which is inconsistent with Title 20 or VCIC regulations is a violation of state and federal law and is punishable by a fine of up to \$5,000 for each unauthorized disclosure.</p>			
Printed Name of Agency Representative		Title	
Signature of Agency Representative		Date	